

CPACNE VSLETTER

June 2009

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Civilian Employee
of the Year
(CEOY)
"You Make a World
of Difference"

The 2008 CEOY ceremony was held on 2 April 2009 at Cole Park Commons Activities Center and was attended by over 430 military and civilian members of the Fort Campbell community.

COL Frederick Swope, Fort Campbell Garrison Commander, presented the awards and addressed the attendees. He expressed his appreciation for the support that the civilian employees on Fort Campbell provide to the military and for their dedication to the mission of Fort Campbell. COL Swope recognized not only the employees who were nominated, but the entire civilian work force.

We would like to congratulate all of employees who were nominated in the ten categories, as they represent the best of the best on Fort Campbell.

The following employees were recognized as the winners in their categories for CEOY 2008.

Administrative/Specialist - Ms. Helen Zachry, PAIO

Supervisory – Dr. Quentin Humberd, MEDDAC Leader – Ms. Debra Rapp – DOC Professional/Scientific – Mr. Gene Zirkle, DPW Secretarial/Administrative Assistant/Clerical – Ms. Patricia Downey, DPW

Outstanding Employee with a Disability – Ms. Bobbie Mezei, MEDDAC

Technician – Ms. Debbie MacMillan, EEO **Trades & Crafts A** – Mr. Daniel Murphy, DPW **Trades & Crafts B** – Mr. David Kerr, DPW **Team** – Fire Prevention Team, DES – members include – Joseph Baker, Darrell Brantley, Gary Copley, Wendy Ewing and David Harwell

If you would like more information on the CEOY program or on DA Awards in general, please contact Denise Richards, HR Specialist, 798-5401, kay.denise.richards@us.army.mil



Changes in the Family Medical Leave Act (FMLA)

The FMLA has been amended to provide military family leave entitlements for a Federal employee who: (1) is the spouse, son, daughter, parent, or next of kin (defined as nearest blood relative) of a covered service member with a serious injury or illness; and (2) provides care for the service member.

The serious illness or injury must have been incurred in the line of duty while on active duty in the Armed Forces.

Covered family members are <u>entitled</u> to up to 26 weeks of FMLA leave during a single 12-month period to care of the service member (hereafter referred to as "Military Family Leave").

During the 12-month period, the employee is entitled to a combined total of 26 weeks of regular FMLA leave and Military Family Leave. For example, if during the single 12-month period an employee needs to take 6 weeks of regular FMLA leave for the birth of a child, as well as Military Family Leave for care of a service member, the 6 weeks of regular FMLA leave would be subtracted from the 26 week entitlement, leaving the employee with 20 weeks of Military Family Leave for the care of the service member.

A covered service member is defined as a member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, in an inpatient or outpatient status, or who is on the temporary disability retired list, for a serious injury or illness.

A serious injury or illness is defined as an injury or illness that renders the service member medically unfit to perform the duties of the member's office, grade, rank, or rating.

Similar to regular FMLA leave, Military Family Leave is unpaid leave for which an employee may substitute any accumulated annual or sick leave. The normal leave year limitations on the use of sick leave to care for a family member do not apply.

If you have any questions about these changes or any other provisions of the FMLA please contact Denise Richards, HR Specialist, 798-5401, kay.denise.richards@us.army.mil



Annual Weingarten Rights Notice

What are 'Weingarten Rights'? In a landmark case, the Supreme Court ruled that a bargaining unit employee cannot be coerced into taking part in an examination without union representation which the employee reasonably believes may result in disciplinary action being taken against her/him as a result of their participation <u>AND</u> they request the presence of a representative.

What does this mean to you?

As a manger, it means that once the employee has notified you of his/her desire for a representative, you must cease questioning the employee. At this juncture you have several choices: one is to stop the meeting to allow the employee to obtain a representative, giving the employee reasonable time to do so; second, you may offer the employee the opportunity to continue without a representative, if you can state unequivocally that the employee will not be subject to disciplinary action; third, you may determine that you have enough information to act on and stop the meeting.

Non-bargaining unit employees have no such protections under this ruling.

As a bargaining unit employee it means that if you are being interviewed by a manager and you suspect that an outcome of that discussion may result in your being subject to disciplinary action, you may ask the manager to stop the meeting while you

obtain a union representative. You must then make an attempt to secure the representative in a timely manner. Once representation is secured, you must inform your manager that you are ready to proceed with the investigation.

Weingarten rights extend not only to investigations conducted by the manager or supervisor, but also to investigations conducted by CID, MP's and IG.

What is the union's role in the investigatory meeting?

As the representative the union can provide information for your consideration, they can confer with the employee regarding her/his answers but may not answer for the employee. They are not allowed to interfere with the investigation in any way.

What happens when one's Weingarten Rights are violated?

Failure to allow the employee to have a representative if they request one can result in the filing of an Unfair Labor Practice by the union. While there have been no cases of disciplinary action being overturned due to failure to allow a representative during the investigation stage, there have been many successful ULPs filed. A founded charge of this nature can result in the agency having to prominently place posters all over the installation stating that the Commander committed an Unfair Labor Practice.

Questions concerning Weingarten Rights should be directed to the Labor Relations Specialist, Vicki S. Harris at 798-7164 or <u>Vicki.s.harris@us.army.mil</u>

Voluntary Leave Transfer
Program for
Federal
Employees
Who Are
Wounded
Veterans

On January 28, 2008 President Bush signed into law H.R. 4986, the "National Defense Authorization Act for Fiscal Year 2008" (P.L. 110-181). This law applies to federal civilian employees who were called to (or volunteered for) active duty and were wounded while on active duty.

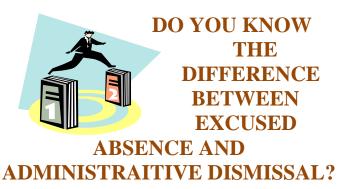
When these civilians return to their federal positions, and apply for the Voluntary Leave Transfer Program, they are exempt from the normal requirement to exhaust all of their annual and sick leave before receiving and using transferred leave if they:

- Sustained a combat-related disability while serving as a member of the Armed Forces, including a reserve component of the armed forces; and
- Are undergoing medical treatment for that disability.

This exemption applies as long as the individual continues the medical treatment for the disability, but for no longer than 5 years from the start of the treatment. For qualifying individuals who were already being treated upon the enactment date of this provision (Jan 28, 2008), their 5-year period of exemption begins on the date of the enactment.

The application (OPM 630) to become a recipient in the Voluntary Leave Transfer Program is available at http://www.opm.gov/forms/html/opm.asp

If you have any questions pertaining to this new provision of the VLTP, you may contact Denise Richards, HR Specialist, 798-5401, kay.denise.richards@us.army.mil



Excused absence differs from Administrative Dismissal in that excused absence normally addresses individual employees and Administrative Dismissal normally applies to a group of employees.

Excused Absence is an administratively authorized absence from duty without loss of pay and without charge to other paid leave. The time spent on excused absence is considered part of the employee's basic workweek. Excused absences should be for brief periods only. When the absence is for longer than brief periods, excused absence is inappropriate unless the absence is clearly in connection with furthering a function of the Department of the Army. Excused absence should; (1) Relate to the agency's mission; (2) Be officially sponsored or sanctioned by the head of the department or agency; (3) Enhance the employee's professional development; or (4) Be in the agency's best interest.

DoD 1400-25-M, Civilian Personnel Manual, Subchapter 630, Leave, contains examples of

> common situations where excused absence is granted. Some of the more common instances are:

- - Voting, up to 3 hours;
 - Donating blood, normally no more than 4 hours;
- Permanent Change of Duty Station (PCS), a reasonable amount of time;

- Employment Interview, when under a notice of separation or change to lower grade for any reason other than disciplinary actions, or for merit placement interviews. (This provision does not cover travel time outside the communing area);
- Counseling, for the initial counseling session resulting from a referral from the employee assistance program;
- <u>Certification</u>, to take an examination in his or her functional area if securing the certification or license would enhance the employee's professional stature;

If the employee has reasons that are acceptable to the supervisor, he/she may be excused for unavoidable absences of less than one hour (this is the "59" minute rule you have heard so much about). However, if the reasons are not acceptable, the supervisor may charge the employee absence without leave (AWOL). When the employee is charged AWOL, the charge in and of itself, is not a disciplinary action, but could lead to disciplinary action being taken. Excused absence beyond the "59" minutes must be approved by the Commander or a designated representative to whom approval authority has been delegated.

> Administrative Dismissal (Admin Leave)

Administrative leave is an absence when employees are released from duty because all or part of an activity is closed. This is the type of leave that would be used during weather emergencies.

The CPAC POC for leave issues is Denise Richards, HR Specialist, 798-5401, kay.denise.richards@us.army.mil

Review of the National Security



Personnel System (NSPS)

The Department of Defense (DoD) and the Office of Personnel Management (OPM) are jointly undertaking a comprehensive review of the NSPS. The review will include an examination of the NSPS policies, regulations, and practices.

NSPS is in its third year of implementation and DoD has converted over 205,000 employees. Army has approximately 73,000 employees in the NSPS. During the review, organizations that have already transitioned will continue to operate under the NSPS policies, regulations, and procedures. For NSPS vacancies they will continue to hire, promote, reassign, and take any other personnel actions necessary to accomplish their missions.

Any further conversions of organizations into the NSPS are delayed until at least October 2009, pending the outcome of this review.

For additional information, visit the DoD NSPS website http://www.cpms.osd.mil/nsps/. Or you may contact Denise Richards, HR Specialist, 798-5401, kay.denise.richards@us.army.mil



With over 73,000 Army employees in NSPS, timely and effective sustainment training is critical to continued success. The prerequisite for all classroom training is NSPS 101.

- To be certified as a rater, supervisors must complete the 4 ½ day Human Resources for Supervisors course. (We have two courses scheduled prior to the end of the year; 3-7 August and 26-30 Oct 2009)
- To be certified as a Pay Pool Panel member, you must complete the 2 day Pay Pool Management course.
- Employees are to take NSPS 101 online and receive an orientation from their supervisor.
- All NSPS sustainment training (with the exception of NSPS 101 and the employee's orientation from the supervisor) will be managed via CHRTAS

If you have any questions about obtaining NSPS training, or would like for the CPAC to conduct NSPS refresher training for your organization, please contact Denise Richards, HR Specialist, 798-5401, kay.denise.richards@us.army.mil



What is it? The Post 56 Military Deposit allows for prior periods of active duty service to be counted towards retirement in the federal government if the employee chooses to "buy back" that time.

Who qualifies to use it? Only those employees who have served honorably on active duty can pay the deposit. This program is not available to retirees and periods of Reserve duty only counts when the applicant was called for an active duty period.

How does it benefit me? If you plan to make a career as a civil service employee, buying back your military time could reduce the number of years that you actually need to work in order to retire from the federal government. For example, a new federal

employee, who has previously served 8 years active duty and was discharged honorably, can "buy back" those 8 years of military time and have it count as years earned toward their civil service retirement. **How much does it cost?** If your active duty period was served prior to 1999, your deposit will equal 3% of the base pay you earned while on active duty. If your time served was 1999 and later, the deposit will be 3.25% of the base pay you earned while on active duty.

Is there a time limit in which to pay the deposit? There is no set time limit; however, there are certain stipulations. The sooner you pay the deposit, the less interest you will have to pay. The deposit must be paid in full before the final adjudication of your retirement application by OPM.

Will I have to pay interest on this deposit? If you elect to pay the deposit within your first two years of being appointed to the federal government, and pay the deposit in full, no interest is accrued. If you elect to pay the deposit beyond your first two years as a federal government employee, interest begins to accrue on your 2nd anniversary.

How do I pay the military deposit?

- First, you will need to complete a form RI 20-97 (this form can be downloaded from the ABC website). Be sure to complete items #1-10 and #19. Mail a completed copy of this form, along with a copy of your DD 214 to the finance center that serviced you while you were on active duty. Click here for a list of addresses.
- Once you receive the completed RI 20-97 from the appropriate finance office, you will need to complete part A of the SF 3108 (this form can be downloaded from the ABC website). Mail the finance copy of the RI 20-97, a copy of your DD 214, and the completed SF 3108 to the Army Benefits Center Civilian (ABC-C), 303 Marshall Avenue, Fort Riley, KS 66442-5004.
- ABC-C will, upon review for accuracy and calculated estimate of military deposit, forward the packet to DFAS. You will

- receive a copy of the packet from ABC-C showing the estimate of the amount of military deposit.
- When you receive a response from DFAS, the letter will inform you of the various ways to pay your deposit. Forms of payment include payroll deduction, allotment, and lump sum personal payments. The total amount owed will also be reflected in block 20 of your Leave and Earnings Statement (LES).

Where can I find additional information on this topic? Visit the Army Benefits Center website at www.abc.army.mil. On the far left, under "What's Hot", click on "How do I make a deposit/redeposit?" Once on the Retirement page, click on "Military Buyback/Post 56 Deposit"

For additional information, you may contact LaDonna Dandridge, HR Technician, 412-4495, ladonna.dandridge@us.army.mil or LaConda Woodberry, HR Technician, 798-4938, Laconda.woodberry@us.army.mil



Managers and supervisors often assume that employees know and understand workplace rules and policies. That is not always the truth.

If you think it's the employee's responsibility to know workplace rules, you're **partly** correct. Management shares the larger responsibility to insure employees have been informed about workplace rules, communicated orally or in writing.

Does your organization have a new hire orientation that includes communicating workplace rules and policies to newly hired employees? Or better yet, is there a periodic (quarterly or semi-annually) meeting with all employees to discuss organizational matters that may include reinforcing workplace rules and policies? If the answer is no, supervisors should consider doing so.

I know...I know, we have too many workplace rules and policies, how can we possibly cover them all? Or, what rules and policies should be covered?

The rule of thumb is to cover workplace rules and policies that are most frequently violated, as well as policies that are essential to mission accomplishment.

Workplace and policy reinforcement reminders do not have to be in a formal training environment. Consider developing a binder of SOP's and or memos addressing specific issues or concerns, and share them semi-annually or annually with employees.

Here are a few workplace policies to consider:

- Leave and attendance, including call in procedures for absences and late arrivals.
- Employee conduct in the workplace.
- Security issues, such as computer and e-mail policies, and government equipment use policy.

Remember, for bargaining unit employees, supervisors must abide by the notification terms of the collective bargaining agreement. Consult your Labor advisor to determine if union notification is required.

POC for this article if Tris Alexander, HR Specialist, 412-9093, tris.m.alexander@us.army.mil

OPM DELAYS TIME IN GRADE RULE

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The Office of Personnel Management announced on Monday, 11 May 2009, that it will delay until August a decision on whether to repeal a requirement that federal employees spend at least one year in a pay grade before they can be promoted.

The original rule, crafted during the Bush administration, was scheduled to take effect on March 9, but was delayed to allow for a longer comment period after the Obama administration asked agencies to take 60 extra days to consider regulations that had been published in the *Federal Register* but not yet implemented. OPM decided to postpone enforcement "to avoid the unnecessary expense of allowing a rule to take effect that may later be amended or revoked as a result of the rule-making proceeding."

The regulation would have eliminated the time-ingrade rule, which requires that federal employees in jobs at the General Schedule 5 level or above, spend one year in that position before they are eligible for promotion to a higher pay grade under merit promotion procedures. Employees must also meet the requirements related to the job qualifications.

Time-in-grade rules apply only to employees who are covered under General Schedule.

Watch future editions of our newsletter for information on this rule change.

If you have questions you may contact Latania Rudolph, 798-6652, <u>Latania.rudolph@us.army.mil</u>

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WHAT HAPPENS TO YOUR FEDVIP COVERAGE

WHEN YOU LEAVE FEDERAL SERVICE?

OPM has issued an announcement concerning the rules for coverage under the Federal Employees Dental & Vision Insurance Program (FEDVIP) for separating employees (excluding death and retirement). OPM is receiving an increasing amount of complaints from former employees who believed that FEDVIP coverage continues for 31 days after separation from service.

There is NO 31-day extension of coverage under FEDVIP. Coverage ends at the end of the pay period in which the separation occurs.

As OPM explains, many former Federal employees were told, or were otherwise under the impression that FEDVIP coverage continued for 31 days following separation from service, this is true of Federal Employees Health Benefits (FEHB) and Federal Employees Group Life Insurance (FEGLI), but not of FEDVIP.

FEDVIP does NOT have a 31-day extension of coverage. Coverage terminates at the end of the pay period in which the separation occurs. It is important for employees to be aware of this.

The former employees, believing their FEDVIP coverage was still in effect for 31 days, naturally became very upset when their claims for services were denied. They are responsible for the costs, which can be rather significant.

Erroneous Enrollment in FEDVIP:

We have learned that the final FEDVIP regulations DO NOT have a clause for erroneous enrollment. Specifically, if an employee is hired on an appointment which conveys benefits eligibility, elects FEDVIP, and then an error involving the appointment type is discovered (correct

appointment type does NOT convey benefits eligibility), the employee's FEDVIP will be retroactively cancelled.

Additionally, when enrolling in FEDVIP, the "terms and conditions" an employee agrees to include the following statement: "I understand if I am not eligible to enroll, my enrollment and coverage for any family members will be cancelled retroactively. Any premiums paid would be returned and I would be responsible for paying back the entire cost of any eligible services received during that time."

For additional information, you may contact LaDonna Dandridge, HR Technician, 412-4495, ladonna.dandridge@us.army.mil or LaConda Woodberry, HR Technician, 798-4938, Laconda.woodberry@us.army.mil

CLEARING FORT CAMPBELL



PCSing, Transferring,
Retiring? Need help
clearing the Fort
Campbell
Installation?

Hopefully, this article will provide you some general guidance to ensure that your out-processing goes smoothly.

The responsibility for employees clearing the installation is shared. Understanding the roles of each will assist civilian employees in the clearance procedures, to include when to maintain or surrender their common access card (CAC).

Employees transiting from Fort Campbell, KY are required to obtain a copy of the Fort Campbell Civilian Out-processing Checklist, FC Form 4278, from either the Fort Campbell intranet or from their supervisor. Once all applicable offices listed on the checklist have been visited for clearance purposes, the completed checklist is turned in to the employee's supervisor.

If contacted, the CPAC will advise personnel on where to obtain the Fort Campbell Civilian Outprocessing Checklist and on the requirement to clear the ID Card/DEERS Office if their employment with Ft Campbell is terminating.

The ID Card/ DEERS office is responsible for determining whether or not the Common Access Card (CAC) should be maintained or surrendered. The ID Card /DEERS office will sign and date the checklist signifying that the employee has met the requirements of their office and will maintain accountability for any surrendered CAC.

For additional information, you may contact LaDonna Dandridge, HR Technician, 412-4495, ladonna.dandridge@us.army.mil or LaConda Woodberry, HR Technician, 798-4938, Laconda.woodberry@us.army.mil



The Army Wounded Warrior Program (AW2) is the official U.S. Army program that assists and advocates for severely wounded, injured, and ill Soldiers and their Families regardless of their military status or location, for as long as it takes. AW2 provides individualized support to this unique population of Soldiers, who were injured or became ill during their service in the Global War on Terrorism.

The AW2 employment program is part of DA's emphasis in providing care and assistance to Solders that have made a significant sacrifice in the service of their country. The assistance is comprehensive and is provided on a continuing basis in support of the Soldier's re- adjustment.

The challenges faced by a wounded warrior can be substantial. Gaining meaningful employment has been found to be a significant factor in facilitating the Soldier's adjustment to civilian life. Therefore, the AW2 employment initiative provides support to the wounded warriors in their job search. The goal of the program is not just finding the wounded warrior a job but to ensure a good job placement.

A number of individuals are involved in this process. Each has different roles and responsibility to ensure program success.

- HQDA is committed to the successful readjustment of the wounded Soldier. DA's commitment provides visibility and guidance to the program.
- Each Soldier eligible for the AW2 program
 is assigned a local AW2 Advocate to assist
 long term. The AW2 Advocate helps
 Soldiers and Families in a variety of ways,
 including working with them to obtain full
 benefits, educational opportunities, financial
 and career counseling, as well as helping
 those who want to stay in the Army to
 continue their service.
- The Civilian Human Resource Agency (CHRA) plays a critical role in support of the AW2 program. CHRA receives AW2 resumes from the Army Wounded Warrior (AW2) Program and networks with the CHRA Regions to find placement opportunities for AW2s. Along with the resume, CHRA receives the AW2's location and employment preferences. CHRA also maintains a web-based resume inventory.
- The CPAC has responsibility to work toward good placement opportunities for AW2 candidates. A good placement results in a continual positive work experience for the organization and the employee. This is accomplished by the CPAC carefully reviewing the resumes and contacting the wounded Soldiers if necessary to discuss the AW2 candidate's background, education, work experience, and job interest. There's a personal commitment to the wounded

Soldier that is underscored by the efforts to get to know the Soldier and to tailor the employment search to jobs that are in fact most suitable to all concerned. If the CPAC locates an appropriate match within an organization than a Staffing Specialist may contact the manager to discuss placement of the AW2 candidate.

Managers also have a pivotal role to play in this program. Without managerial support the program at the local level will run out of steam or quickly become derailed.
 Managerial commitment is needed to ensure success. Managers will be asked to seriously consider an AW2 candidate for hire. Also, managers are encouraged to consider available options and to participate in the elimination of obstacles to good job placements, such as, job restructuring.

If you would like to have additional information about this program please contact Andrea Davis, HR Specialist, 412-9087, andrea.davis6@us.army.mil

RESUME WRITING
TIPS

Whether you're
writing your first
resume, updating an
existing one,
or answering a
position's Knowledge, Skills, and Abilities

position's Knowledge, Skills, and Abilities (KSA's), stop and think about the type of work you performed and how it relates to the position you are applying for. Detail is the key to a good resume. You want to provide the reader enough information so they can decipher what you did on that job. Explain what you did, how it affected the mission, what were the end results. Annotating this information is very important in preparing a good resume.

Ensure you annotate the start and end dates of your employment. This will provide more information to the Human Resources Specialist when determining if you meet the time in grade and specialized experience requirements of the position.

There are several tools you can utilize in writing your resume, to include position descriptions (PDs), but you must ensure that the information you annotate on your resume is accurate. Besides reviewing the job description closely, here are some sites to check out to help determine if you meet the qualifications:

- The Office of Personnel Management provides the standard qualifications for all job series on line at www.opm.gov/qualifications. There you will find the requirements for each job series as well as the requirements for each grade within the series.
- Civilian Personnel Online (CPOL) provides excellent tools and references to help applicants know the typical duties and responsibilities in many of the series (www.cpol.army.mil). You can even view sample position descriptions to see if you have those skills and have left them off your resume by accident. Of course, these are samples you must always document these skills in your resume.
- USAJobs (<u>www.usajobs.gov</u>), the official federal employment website, also provides resume tips and tools as well as samples to guide job seekers.

So the next time you are interested in updating or starting a new resume, please go to these valuable references and check the requirements, or contact your servicing HR Specialist at the CPAC. The key is to document and make no assumptions. If it is not documented, you will not get the credit for it. We hope these tools, along with your experience; education and expertise will land you the job or promotion of your dreams.

For more information you may contact Ms. Shanna Pinckney, 412-9092, shanna.pinckney@us.army.mil



Voluntary Leave Transfer Program

The employees listed below are currently enrolled in the Voluntary

Leave Transfer Program due to a personal or family medical emergency. If you wish to donate <u>annual leave</u> to one of the employees listed below, you may obtain the OPM Form 630-A, Request to Donate Annual Leave to Leave Recipient, at http://www.opm.gov/forms/html/opm.asp and return it to the LaDonna Dandridge, HR Technician, 412-4495, at the CPAC Bldg 6901, or fax to798-9580.

Michelle Black	DPTMS
Maria Bolton	MEDDAC
Kathleen Charnoski	MEDDAC
Koreti Coffin	MEDDAC
Audrey Cooper	MEDDAC
Patricia Curtis	DENTAC
Ronnie Daniels	DPW
Ovita Dodson	DPW
Paula Dossett	DENTAC
Amber Fackender	DOL
Victoria Forbess	MEDDAC
Robbie Fowler	MEDDAC
Julie Horton	MEDDAC
Pierre Ledet	DOIM
Kimberly Long	DPW
Donald Martin	MEDDAC
Crystal McCallister	MEDDAC
Gardner McTassney	DES
Vladimir Powell	MEDDAC
Shanna Rush	MEDDAC
Monica Smith	MEDDAC
Carrie Stead	MEDDAC
Trevone Thomas	MEDDAC
Cassandra Traux	MEDDAC
Regina Winn	DENTAC
Ella Wadlington	DENTAC

NOTE: Donations for MEDDAC employees must be submitted to the HR Office at Blanchfield Army Community Hospital.

Thank you for allowing us to serve you!

CPAC Hours of Operation

0730-1600: Mon, Tues, Wed, Fri

1130 - 1600: Thurs

0730-1130: Thurs-Closed for

In-service Training

We welcome your feedback and any suggestions you have for future articles. Suggestions can be faxed to 798-9580 or emailed to: kay.denise.richards@us.army.mil

//ORIGINAL SIGNED// Valencia C. Bratton CPAC Director